The Bishop requests the following information to evaluate your application for a diocesan grant.

1. I have been canonically resident in the Diocese of Western MA since _________________ (date and year)

2. I have been serving ______________________________________ since __________________ (parish, mission, or diocesan staff position) (date and year)

2A. I am: ___ Full time ___ Three-quarter time ___ Half time ___One-quarter time

3. Is this your first application for a renewal leave? __________

If not, what was the date of your last renewal leave? Year_______ Months ______

4. Your renewal leave and vacation schedule:

A. I plan to commence my leave on ____________________________ (date and year)

B. I plan to conclude my leave on _______________________________ (date and year)

C. Do you plan to take your vacation in conjunction with your renewal leave?
   Yes_____ No ______

D. If yes, what portion of the leave will be chargeable to your usual vacation?
   ______________________________________

E. If no, when will you take your vacation? ________________________

5. I have advised the wardens and parish of my intention to apply for this leave. I have received the Vestry’s approval.

Date of vestry meeting__________________________________________

Signature of Clerk ____________________________________________

6. In preparation for this leave, I have made the following tentative arrangements with the Parish, supply clergy, my family, etc.:
7. Please provide an outline of the proposed leave. Indicate the names of any classes, conferences or seminars, and the institutions that offer these programs.

8. Please discuss some of the features of your proposed program that will be of value to you personally and that will enrich your ministry.

9. Please discuss the ways in which your leave will benefit the parish and the Diocese.
10. The following is the budget proposed for supply clergy during my absence:

   Salary $_________  Car $_________  Housing $_________  Other $_________

   (The parish will budget for supply clergy during the priest’s leave.)

11. The following is the budget proposed for my renewal leave:

   A. **Expenditures***

   B. **Resources**

   Transportation $_________  Parish Grant to You $_________

   Housing $_________  Personal Contribution $_________

   Tuition $_________  Other Grants $_________

   Other $_________  Other Sources $_________

   TOTAL EXPENDITURES $______________

   MINUS RESOURCES $______________

   DEFICIT $______________

   (The parish will provide $2,500 in expense money to the priest)

   C. **AMOUNT OF DIOCESAN GRANT REQUESTED FOR YOUR RENEWAL LEAVE** ** $_________

* Please explain these expenditures in detail below and on an attached sheet if necessary

** Not to exceed $2,500

FOR DIOCESAN BUDGETING, PLEASE SUBMIT APPLICATION BY JUNE 1ST OF THE YEAR PRIOR TO YOUR RENEWAL LEAVE TO:

Karen Warren, Administrative Assistant to the Canon to the Ordinary
Diocese of Western Massachusetts
37 Chestnut Street, Springfield, MA 01103